Non-Base Pay Options
(Excludes the Exceptional Recruitment and Retention Incentive Options)
03-01-01

Program / Practices	Guidelines	Type of Reward	Relation to Pay Practices
Employee Recognition	Lump sum payment up to $1,000 per fiscal year and up to 5 days leave per leave year for: • Achievements or accomplishments that contribute to the overall objectives of the agency and state government.	Monetary , Non-Monetary and Leave	Independent of and in addition to other pay practices. Covered by DHRM Policy # 1.20
Service Award	Rewards given to recognize an employee for length of state service in 5-year increments.	Non-Monetary	Independent of and in addition to other pay practices. Covered by DHRM Policy #1.10
Employee Suggestions	Lump sum payment or leave capped by the percentage savings generated.	Monetary and Leave	Independent of and in addition to other pay practices. Covered by DHRM Policy #1.21
In-Band Bonuses	Lump sum payment up to 10% of base salary per fiscal year in lieu of base pay adjustment for: • Change in duties* • Application of new knowledge/skills/abilities from education, certification, or licensure • Retention • Internal Alignment (bonus with required planning for permanent base pay adjustment)* *Where there are current budget constraints, this option allows for transition when agency needs time to develop funding to support base-pay salary adjustment. No In-Band Bonuses allowed for employees at the top of the pay band.	Monetary (Bonus amount applied towards 10% In-Band Adjustment cap per fiscal year)	Substitutes for In-Band Adjustments (base pay changes) Covered by DHRM Policy #3.05.

All salary actions require the consideration of the following pay factors:

– Agency Business Need
– Duties & Responsibilities
– Performance

– Work Experience & Education
– Knowledge, Skills, Abilities, & Competencies
– Training, Certification, & Licence

– Internal Salary Alignment
– Market Availability
– Salary Reference Data

– Total Compensation
– Budget Implications
– Long Term Impact
– Current Salary